

# JOB ANNOUNCEMENT

## CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

**POSITION TITLE:** Paralegal Assistant

**GRADE:** G-16 (Paralegal Assistant II)

**ANNUAL SALARY:** \$36,225 (Partially Grant-Funded)

**LOCATION:** Family Division, Circuit Court for Prince George's County, Upper Marlboro, Maryland

**TYPICAL DUTIES:** The incumbent is responsible for reviewing case files, reviewing and researching legal issues pertaining to family law matters inclusive of domestic, juvenile, CINA/TPR and child support cases. Drafts orders and memoranda and distributes case files to the appropriate personnel for further action. Performs basic manual and automated research at the request of a Judge or Family Magistrate to determine the status of a case. Reviews pleadings and alerts litigants, attorneys and/or the judicial officer as to discrepancies or areas requiring special attention. Reviews issues requiring legal determination with the Family Division Coordinating Judge. Screens customer requests and elicits information from customers in an effort to determine the nature of the inquiry and explains various procedures and court functions. Answers inquiries from the public, attorneys and court related agencies concerning family law matters in a courteous manner in person and by telephone. Ensures all emergency pleadings and documents are filed in accordance with Maryland Rules and Procedures and prepares necessary paperwork for the Judge's review. The incumbent may also perform other duties as assigned within the classification.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Have a paralegal certificate, an Associate of Arts Degree in paralegal studies from an accredited college or university or an Associate of Arts Degree in a relevant field, such as criminal justice or legal studies, from an accredited college or university, and relevant experience. Have advanced knowledge of family law, legal procedures and terminology. Have the ability to research and compose legal documents, letters and memoranda. Must be computer literate and be able to operate multiple computer data systems. Have the ability to exercise high degree of judgment, diplomacy and competence interacting with Judges, Family Magistrates, public officials, attorneys, litigants, colleagues, co-workers and the general public. Ability to speak Spanish is a plus. All applicants are subject to background checks. A completed Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications can be obtained at the address below.

**CLOSING DATE:** Applications must be submitted by 5:00 p.m. Eastern Standard Time (EST) on **December 24, 2015.**

**APPLY TO:** Director of Human Resources  
Court Administrative Office, Room M2407, Courthouse,  
Upper Marlboro, MD 20772  
FAX: (301) 952-4447 E-Mail: [Humanresources@co.pg.md.us](mailto:Humanresources@co.pg.md.us)

**ELIGIBILITY TO WORK:** Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. Citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request.